

# REVENUE DEPARTMENT



Pending Reallocation

## JOB ANNOUNCEMENT

		POSTING DATE <b>05/11/05</b>	
		CLOSING DATE <b>05/24/05</b>	
ANNOUNCEMENT NUMBER <b>046-05</b>			
JOB TITLE/JOB CODE NUMBER <b>Property Tax Specialist 41444</b>	UNCLASSIFIED <b>Unclassified</b>	PAYGRADE <b>016</b>	SALARY RANGE (MONTHLY) <b>\$3,158.44 – \$5,535.46</b>
DIVISION <b>Local Government Services</b>		POSITION #'s <b>00126713</b>	
UNIT NAME/LOCATION <b>Digest Compliance – Hapeville, GA</b>			

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☒ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☐ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue  
Human Resources, Suite 2225  
1800 Century Center Blvd., NE  
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

### GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under limited supervision, acts as the legal expert on program related issues. Conducts research as needed to provide information, advise and to answer legal questions for personnel, county tax officials and taxpayers. Remains abreast of all laws, rules, and regulations in area of expertise. Prepares drafts of regulations and legislation, analyzing the impact of proposed changes in laws and legislation. Attends hearings and conferences, acting as the Departmental representative. Performs professional, advanced level financial and performance related audits in accordance with Generally Accepted Governmental Auditing Standards. Develops, adapts, revises, and recommends procedures in accordance with statutory requirements. Conducts tax research activities and evaluates various tax accounting systems. Composes correspondence for the Commissioner or his/her designee. May conduct tax law related seminars.

### MINIMUM TRAINING AND EXPERIENCE

A Bachelor's degree in Business Administration or a related field, from an accredited four-year college or university. Coursework must have included two introductory and two intermediate-level courses in Accounting (one course in Business Law may be substituted for one of the Accounting courses) AND four years of professional accounting experience in the private sector, public accounting or in government agencies with emphasis in conducting state tax audits. The above requirements may be replaced with seven years of experience in the area of auditing tax records including two years of experience in the levy process and collection of delinquent taxes or in the distribution of taxes. Applicants must also possess strong written and oral communication skills with the ability to express ideas and facts to groups and individuals effectively; the ability to identify and solve problems and apply innovative solutions to make organizational improvements; the ability to perform research of complex policies, procedures, laws and any other type of directives--including the interpretation of their implications and effects. Applicants must be self-motivated and results-oriented.

### ADDITIONAL REQUIRED QUALIFICATIONS

Ability to perform mathematical computations. Must be willing to do extensive in-state travel.

### PREFERRED QUALIFICATIONS-IF APPLICABLE

Completion of a Bachelor's degree in Business Administration. Knowledge of such applications as Excel and PowerPoint. Experience in the area of auditing tax records exceeding the minimum required above. Experience with the preparation and delivery of training courses. Demonstrated skills in public speaking.

### COMMENTS

This position will initially be headquartered in Hapeville, but may become a field position at a later time with a vehicle provided.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.

Equal Opportunity Employer